

**PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS**  
**City of Virginia Beach, VA**

Job Title:	ICF Administrator	Position Number(PCN):	B.006950.3
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Div./Office:	HSD 216 West Neck ICF Side B	Approver's Name:	
Date of Last Update:	May 05, 2023	Approver's Title:	

<b>Fields to the right (Y/N): The position's status AND If the background check must be passed by the incumbent</b>	Safety Sensitive:	No	Child Protective Services (CPS) Background:	Yes	VCIN Background:	No
	CJIS Certification:	No	PREA Certification:	No	Subject to Barrier Crime Provisions:	Yes

**REQUIREMENTS**

FREQUENCY: Seldom = Infrequent, < 5%; Occasional = 5% to 25% of time on job; Frequent = 25% to 75% of time on job; Constant = Over 75% of time on job.

Typical DURATION: Short = < 1 hr per occurrence; Moderate = 1-2 hrs per occurrence; Substantial = 2-6 hrs per occurrence; Long = > 6 hrs per occurrence.

Physical Demands				Working Conditions			
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration
Standing		Occasional	Short	Working Outside: in all weather conditions		N/A	N/A
Walking		Occasional	Short	Working Alone: out of communication w/others		N/A	N/A
Sitting		Frequent	Substantial	Extreme Temperatures	N/A	N/A	N/A
Reaching	Lower than shoulder level	Seldom	Short	Extreme Wetness		N/A	N/A
Lifting	Up to 50 lbs.	Seldom	Short	Extreme Dryness		N/A	N/A
	Over 50 lbs. w/assistance	Seldom	Short	Exposure to Traffic	N/A	N/A	N/A
Carrying	Weight: Up to 50 lbs.	Seldom	Short	Congested Area/Workspace		N/A	N/A
	Distance: Up to 10 ft.	Occasional	Short	Confined Space- Permit REQUIRED		N/A	N/A
Pushing	Estimated weight-resistance equivalency			Working Below Ground		N/A	N/A
	Up to 50 lbs.	Seldom	Short	Working at Heights (ft.)	N/A	N/A	N/A
Pulling	Estimated weight-resistance equivalency			Noise Level: > 85 decibels TWA for 8 hrs.	N/A	N/A	N/A
	Up to 50 lbs.	Seldom	Short	Vibrations		N/A	N/A
Working Overhead	N/A	N/A	N/A	Body area(s): Ex- Trunk, shoulders, arms, and hands.			
Climbing Stairs		N/A	N/A	Dust / Dirt / Particulate		N/A	N/A
Climbing Ladders		N/A	N/A	Radiation		N/A	N/A
Balancing		N/A	N/A	Silica/Fiberglass		N/A	N/A
Stooping		Seldom	Short	Asbestos		N/A	N/A
Kneeling/Squatting		Seldom	Short	Aerosols & Gases	N/A	N/A	N/A
Bending		Seldom	Short	Hazardous Materials /Chemicals		N/A	
Crawling		N/A	N/A	Petroleum Products		N/A	N/A
Explosive Strength: Short bursts of muscle force to propel oneself.		N/A	N/A	Electrical Hazard		N/A	N/A
Trunk Strength: Use of abdominal and lower back muscles.		N/A	N/A	Fire Hazard		N/A	N/A
Dynamic Strength: Use of muscle force repeatedly or continuously & resistant to fatigue.		N/A	N/A	Contaminants		N/A	N/A
Repetitive Limb Movement	Fingers/Wrist	Frequent	Moderate	Infected Diseases	Communicable diseases	Seldom	Short
				Exposure	Air/Blood-borne pathogens	Seldom	Short
Dexterity	Use of computer keyboard	Frequent	Moderate	Type(s):	Ex- Repair sewer pipes; empty residence trash cans.		
Repetitive Twisting	Handwriting	Frequent	Moderate	Symbols:	< equal to or less than	< less than	
					> equal to or greater than	> greater than	
Awkward Positions & Motions	N/A	N/A	N/A				

Sensory Demands				Working Conditions (cont.)			
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration
Vision	20/40 w/correction	Frequent	Moderate	Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	Frequent	Moderate	Other Hazards	N/A	N/A	N/A
Smell	N/A	N/A	N/A				
Touch	N/A	N/A	N/A	Hours Worked	More than 40 hours/week	Frequent	
					More than 8 hours/day	Frequent	
					More than 5 consecutive days	Frequent	
Voice	Speaks to groups	Frequent	Short	Telework Eligible	No		
Personal Protective Equipment (PPE)				Equipment Operation & Use			
Category	Type	Frequency	Duration	Category	Type	Frequency	Duration
Eye and Face Protection	N/A	N/A	N/A	Motor Vehicles	Sedan/Pickup/Van	Seldom	Short
					Bus < 16 capacity	Seldom	Short
Respiration Protection	Filtering Facepiece Respirator (e.g. N95 style)	Seldom	Short	Heavy Equipment	N/A	N/A	N/A
Hearing Protection	N/A	N/A	N/A	Other Equipment or Machinery	N/A	N/A	N/A
Head Protection	N/A	N/A	N/A				
Hand Protection	Medical grade exam gloves	Seldom	Short	Hand-Held Power Tools	N/A	N/A	N/A
Foot Protection	N/A	N/A	N/A	Hand Tools and Instruments	N/A	N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A	Office Machines & Equipment	Computer	Frequent	Moderate
					Printer/Copier/Fax	Occasional	Short
Operator License				Commercial Driver's License			
NOTE: If CDL is required, show CDL Class in element to right.	Type			VA DMV requires: 20/40 in each eye w/o telescopic lens & ≥140° horizontal vision.	N/A		
	Standard Driver's License						
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:							

### Mental Requirements

**Evaluate based on the level of complexity [least to most] inherent in the job using the examples provided; then select the number from the drop-down list that matches the column which best represents the mental demand required in each element.**

<b>1 Comprehend Verbal Communication - Understand information and directions which are provided verbally</b>
Job requires the ability to understand and follow: Complex information where interpretation of vision and strategy is required to develop policy and/or course of action.
<b>2 Communicate Orally - Verbally express thoughts and directions</b>
Job requires: Communicating complex information to higher officials and authorities.
<b>3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.</b>
Job requires ability to comprehend: Complex written material where significant interpretation and evaluation are required to successfully apply content without guidance.
<b>4 Written Communication Skills - Express thoughts and directions in writing</b>
Job requires: Preparation of reports and documents involving complex information.
<b>5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks</b>
Job requires ability to adhere to work schedule: In a fast paced environment where the issues involve the lives and safety of citizens.
<b>6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments</b>
Job requires ability to perform: A variety of complex tasks with little predictability as to their occurrence; tasks which are unlikely to reoccur.
<b>7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job</b>
Job requires interaction: With diverse citizen groups, government officials, and/or business leaders exchanging sensitive information or completing complex projects.
<b>8 Decision Making &amp; Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts</b>
Job requires: Substantial independent decision making and reasoning in applying abstract principles to solve complex conceptual issues and render decisions having impact of the highest magnitude on City operations and/or budget. Job is limited only by budget and policy stipulations.
<b>9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties</b>
Job requires the ability to: Memorize complex procedures, policies, and laws, and recall and apply to difficult issues or develop innovative strategies or work products.
<b>10 Flexibility and Adaptability - The extent to which one must adjust to changing circumstances and expectations, take on new challenges on short notice, and/or deal successfully with changing priorities and workloads</b>
Job requires flexibility and willingness: To change complex procedures to accommodate requirements of higher authorities.
<b>11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties</b>
Job tasks are: Varied, lengthy, and require considerable focus. Lapses may result in injury or legal or financial liability.
<b>12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks</b>
Job tasks: Involve numerous and various details, some of which have subtle differences, that require continuous and close attention to detail to facilitate accuracy of outcome. Inattention to detail could result in legal or financial liability.
<b>13 Reaction Time - Describes work that requires an immediate response or decision</b>
Job requires the ability to: Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Untimely response/decision could lead to serious injury, or legal or financial liability.
<b>14 Direct, Control, and Plan the Work of Others - Determine the time, place and sequence of work procedures, operations, and actions. Establish goals and objectives, motivate, and promote cooperation and teamwork in the work group</b>
Job requires: The independent management of a large group of supervisors, managers, and workers (100 or more).
<b>15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives</b>
Job requires: Working with diverse groups; must obtain consensus on complex issues or policies from a variety of groups or individuals to complete work satisfactorily.
<b>16 Stress Tolerance - Ability to perform duties without anxiety when faced with difficulties. Having positive stress tolerance is being able to stay calm in situations of heavy workload, tight deadlines, and/or difficult customers</b>
Job requires the ability to: Tolerate highest levels of stress resulting from complex situations; requires maintaining personal composure and initiating remedial action to alleviate stress for others.